To: Principal Bentley

From: Linnea Zavicar

Re: Recent Student Passing

By now I am sure you have been made aware of the recent passing of one our eighth grade students STUDENT Q. STUDENT Q was in a car accident last night that claimed her/his life at about four am. STUDENT Q was a very socially active student. Due to this, word of her/his death has circulated rather rapidly and has been taken very hard by the student populace. At this time I believe it would be in the best interest for the school, both academically and emotionally, to call an assembly to talk on the topic of grief and to act as a memorial service to STUDENT Q.

In order to facilitate a healthy grieving process I believe that it would be a good idea to call in a counselor to mediate the assembly. We could speak a little about STUDENT Q, her/his afterschool activities and in school actions and after explain the issue of grief and grieving. When the assembly is complete I would like to open up the opportunity for those who knew STUDENT Q to remain and speak together about her/him and how they are feeling with the counselor present. This will give them the opportunity to see that they are not the only ones hurting and that they have others that they can rely on.

The local school counselor MRS. X is a friend of mine and she would be willing to assist. The auditorium is free today with the exception of the theatre class. The assembly should be scheduled for a time in the afternoon when students are more likely to be active and participate. It should only last about 30 minutes for the basic assembly, but it will likely take the class period to get them there, settled and returned. We should consider purchasing several boxes of tissue as I believe many will be affected by this assembly.

For those who need further support, as grieving is an ongoing process, I recommend that we set up a temporary afterschool program that simply provides a meeting space and a mediator. This will help the individuals most affected to continue to foster the connections that they made in the post assembly meeting. It would meet once a week until no longer needed and I would be glad to moderate it. We have the space in the auditorium and it would not conflict with any of my other afterschool work. Please contact me and let me know what you think on this matter.